

**Position:** Project Administrator

**Class Structure:** Management Coordinator

**Class:** Management Support

**Level:** Stand Alone

**Reports to:** Public Works Director

**Salary Range:** \$65,000 - \$75,000

**Submit application/resume:** Milton Rahman- mrahman@staffordtx.gov

**Posting Date:** November 8, 2016

**Posting Deadline:** Open Until Filled

Under administrative direction review development submittals for compliance with the City's Design Standards and Development Code, manage and coordinate public works projects and City's platting process; plans, manages, and coordinates design and construction services, including civil design, inspection projects and permitting services; coordinates engineering plan preparation and approval of public works projects and private development plan checks; and does related work as required.

The candidate must possess the following characteristics:

- Strong written and oral communication skills
- Excellent mathematic skills
- Broad technical engineering skills that include experience in all areas of design and construction of municipal public works including traffic, streets, water, sewers, storm drains and facilities
- Effective and proven leadership and mentoring skills
- Creative, passionate, and innovative
- Composure and poise in stressful environments
- Accountable

The ideal candidate will have significant civil engineering experience with outstanding communication and public presentation skills, with the ability to be a critical thinker and problem solver. This position requires the ability to work extended or unusual hours in order to meet the needs of the department, oversee capital projects, complete reports, attend business and community meetings, and attend planning commission, and council meetings or events as needed.

## **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Project management: Manage scope, schedule and budget for the design and construction phase of engineering work, including utilities and field engineering, and surveying and inspection programs.
- Assists with planning of capital improvement projects including review of plans, selection of consultants, bidding of projects, construction management and oversee inspection of project.
- Assists in conducting special engineering studies and assists in the selection of professional services consultants.
- Prepares and reviews engineering plans, specifications, and contract documents.
- Review development submittals for compliance with the City's Design Standards and Development Code. Submittals include general plans and building permits, ROW permits, plats, site plans, drainage plans, construction plans, variance and specific approval requests, and traffic impact analyses. Facilitates a process for providing comments to development

applicants and ensuring comments are addressed. Works with other departments and organizations, i.e. Building Department, Utilities District, Fire department, HGAC, and TxDOT to incorporate their comments as needed and ensure their comments are consistent with established design standards and development code requirements.

- Attend pre-development meetings, provides staff recommendations to the Planning and Zoning Commission for all cases being heard that have an engineering issue or are regulated by sections of the Development Code or Design Standards. Attend Planning and Zoning Commission meetings, present approved plats to the commission and represent Public Works department.
- Prepares, approves, and presents departmental plans, studies and recommendations at Planning & Zoning Commission and City Council meetings as needed
- Represents the City at HGAC, TxDOT, and intergovernmental regional committees and Coordinates grant proposals
- Perform related duties as assigned.

## **EDUCATION/EXPERIENCE**

Bachelor's degree in Civil Engineering or a related field and 5 years of professional experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Experience involving extensive civil engineering work, which includes the design, project management and inspection of public works construction projects and rights-of-ways, and the plan review of private sector development projects, is preferred

## **LICENSING/CERTIFICATIONS**

- Valid Class 'C' Texas Driver's License.
- Licensed to practice engineering in the State of Texas, as a Professional Engineer is preferred, or extensive experience with engineering matters.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read and interpret plans, blueprints, reports, technical specifications, ordinances, City policies and procedures, correspondence, technical engineering studies, computer plots and printouts.
- Ability to write memos, letters, reports, procedures to implement policies, plans, specifications, schedules, cost allocations, and presentations.
- Knowledge of construction methods and application of design standards, procedures, and time frames.
- Familiarity with CADD, GIS and various engineering software
- Ability to establish and maintain effective working relationships with employees, management, and excellent ability to work with the public.
- Ability to perform engineering research and interpret legal documents related to engineering problems and to effectively communicate the findings and to mathematically analyze viability and cost benefit ratios.
- Ability to develop, justify, and implement a budget.
- Ability to investigate, identify, and respond to community and council issues, concerns, and needs.
- Ability to provide technical consultation in the application of City's codes and regulations in a positive and constructive manner.
- Ability to analyze problems, provide alternatives, identify solutions in support of various City programs and projects.

**THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER**